

**Date:** April 13, 2020  
**Bulletin:** Driving School Owners and Operators  
**From:** Business Licensing and Driver Instructional Services Division  
**RE:** Distance Learning BTW Tracking Form

In response to the existing state of emergency resulting from COVID-19, the Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) approved the emergency use of distance learning to provide the certified driver education program classroom instruction, only for the period of time a state of emergency is declared in Maryland. As has been discussed, the provision of classroom instruction without providing the corresponding behind the wheel instruction raises concerns about the buildup of outstanding BTW hours.

Effective immediately, all schools providing distance learning are required to begin using the attached BTW tracking form. The bulleted list below outlines the use of this form:

- This is a simple, self-calculating form;
- There are separate tabs for each month, the same as the Annual Report spreadsheet;
- Data is to be entered into the monthly pages only. No data is entered directly to the summary page with the exception of those fields designated in red as “user entered” ;
- As data is entered into the monthly pages, each page will self-total at the bottom and the data will be automatically transferred to the summary page;
- In each monthly page, simply enter the number of students in each class on the first day of class by date;
- In the column titled “Number of BTW Hours Completed by Virtual Classroom Students”, enter the number of BTW hours actually provided to students that took classroom through distance learning, by date. The provision of BTW will obviously not commence until the emergency is lifted and it is safe to do so. As a result, the dates of class start will not correspond with the dates BTW is provided;
- As data is entered into the monthly pages, it is automatically transferred to the summary page which then calculates the outstanding balance of BTW hours owed.
- The “user entered” fields allow the user to manipulate the data to better understand the outstanding balance and the amount of time it will take to provide the hours owed;
- In the field marked “BTW Hours Carryover from Previous Year” you will enter the number contained in the “BTW Hours Outstanding (owed)” field at the end of the previous year. For the first year that number is zero;
- The “Total Number of Training Vehicles” reflects the number of vehicles currently available for training;
- The field for “Anticipated Hours per vehicle, per week, Dedicated to Distance Learning Students” may be manipulated by the user to reflect anticipated use of vehicles, which in turn will provide an indication of the number of weeks needed to complete the hours owed;

As stated, the use of this form is mandatory. The updated form is to be submitted to the Business Licensing and Driver Instructional Services Division as an email attachment by the 5<sup>th</sup> of every month. This form will need to be filled in dating back to the first class provided via distance learning to bring it up to date.

Questions should be directed to Bill Kraft, Section Manager, Business Licensing and Driver Instructional Services Division at 443-817-3809 or [wkraft@mdot.maryland.gov](mailto:wkraft@mdot.maryland.gov). Monthly submission of this form will be to the same email address.